

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday 20 July 2023 at 7.30pm
Harbury Village Hall

Present

Cllr T Lockley (Chair)	Cllr S Allen
Cllr J Balch	Cllr K Thompson
Cllr A Knowles	Cllr A Potter

Absent

Cllr J Dominick
3 vacant seats

In Attendance

Mrs Alison Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary

Public

2 members of the public

23/115 Apologies

Cllr Dominick, District Cllr Ostrander, County Cllr Kettle

23/116 Declarations of Interest

There were none.

23/117 Dispensations

There were none.

23/118 Minutes

It was **RESOLVED** to approve the minutes, as true and complete records, of the following meetings:

1. Ordinary meeting held on Thursday 22 June 2023
2. Extraordinary meeting held on Thursday 6 July 2023

23/119 Public Participation

- A resident, primarily involved with the planting of the new trees on the playing field in March 2022, expressed concern about the condition of some, mainly due to the extreme hot weather last summer but also due to poor strimming. He also reported that some had just 'disappeared'. He would replant some and asked for more care to be taken when strimming. A few protective tubes and stakes near to the BMX track would also be attended to. After a lengthy discussion, it was important that everyone work together to enhance the tree planting project – the council to be informed of what is planted and where and the resident informed of the council's liabilities and procedures. A valuable lesson had been learned in that these plans need careful thought and planning at the

start, with everyone working together to achieve the common aim; in hindsight, the whole process had been rushed, although this was due to time constraints. The chairman also confirmed that the parish council's contractor had not strimmed any areas of the playing field.

23/120 Other Organisations

1 Harbury Library

Report circulated; in brief:

- Summer reading challenge underway, as are a number of children's activities scheduled for the summer holidays
- 42 people visited the Gypsy, Romany and Traveller History Month Roadshow – organisers were pleased, given the short notice. It is hoped to be included again next year. An update had also been received about the proposed development on Harbury Lane which was forwarded to the parish council.
- More than just a library – also a café, activities and events venue and a ticket sales outlet for many other groups

Richard Fowler is standing down from his role at the library after several years. The clerk was asked to write to him on behalf of the council to express their thanks for all his hard work.

2 Harbury School Governors

The head teacher's report had been circulated. Main point was plans were being drawn for a running track. There is a full intake for September 2023.

3 Southam College

The deputy head's report had been circulated. There was a strong intake for September 2023 and the new building should be ready for the Spring. The main old building would then be demolished.

4 Twinning Association

No report.

5 Village Hall

Cllr Thompson reported that the committee met recently. The hall floor was due to be revarnished, and plans were in hand to source new curtains throughout and a new backdrop to the stage. Unfortunately, some staining has appeared on the ceiling in the Farley Room along with a lifting floor and these are to be investigated. Concern had been expressed about the emergency planning for the area which appeared to require that control of the building would be handed over to the CSW resilience team.

Clarification has been requested. The late bus facility has been restored and this will help enhance attendance at the beer festival. Finally, a general tidy up was planned, both inside and outside, in particular the overgrown hedge and shrubs.

6 Harbury Energy Initiative

No report.

7 Harbury Village Club & Institute

No report.

8 SDC & WCC

Neither councillor was present, although apologies received, and reports submitted:

SDC: District Cllr Ostrander highlighted:

- New administration progressing with a number of initiatives since the election
- GP provision still being investigated for new village at Upper Lighthorne/Gaydon
- Parish council champion appointed.
- More road closures due to HS2 and transporting of the tunnel boring machine.

WCC: County Cllr Kettle highlighted:

- Delays of some 6 weeks to the Fosse Way/Harbury Lane junction project.
- HS2 road closures
- Hi speed fibre broadband – several complaints from residents about shoddy surface restoration after private contractors laying cables. Emphasized that WCC are not responsible, although they can withdraw work permits. Residents should contact the companies direct regarding any claims for damage to their property.
- Councillor Grant Fund – first window now closed, but a second round will be available later in the year.
- Approval given to explore the opportunity for WCC, as a 2-tier authority, to become a constituent member of the West Midlands Combined Authority (WMCA).

23/121 Planning

1 [Planning ref 23/01679/FUL – Spring Hill, Butt Lane](#)

Single storey rear extension & new external materials

It was **RESOLVED** to make no representations.

2 **Delegated Responses – to note as per Appendix A**

Noted.

3 **Street Naming –development off Bush Heath Lane.**

The applicant has proposed 'Old Paddock Grove'. It was **RESOLVED** to comment that the council considered this too long and would prefer just 'Old Paddock'. The clerk was asked to respond to SDC accordingly.

4 **Middle Road Solar Farm**

It was **RESOLVED** to make no comment in response to the developer's consultation on a revised site layout pre appeal hearing.

23/122 Environment

1 Tree planting

A response had at last been received from WCC regarding the PC's proposals for tree planting in Frances Road and Five Ways. There would be 7 trees in total and the parish council has been asked to provide 2nd and 3rd choices in case the first choice is not available. The cost is estimated to be approx. £1600 but the clerk advised a budget of £2,000 to cover any price increases. As the order for the trees will need to be placed before the next PC meeting at the end of September, it was **RESOLVED** to delegate authority to the clerk, working in consultation with Cllr Potter, to place the order. It was **RESOLVED** that the trees would be paid for by the Eastfields Solar Farm community fund.

2 Replacement of stiles

It was **RESOLVED** that the clerk should write to the relevant landowners to find out if they would be willing for the stiles to be replaced by gates. It is proposed that the parish council would pay for the purchase and installation of the gates but they would then be handed over to the landowner who would become responsible for their future maintenance.

23/123 Properties

1 Playing Fields

a) Car parking

The clerk had forwarded notes on Cllr Lockley's meeting with the sports clubs who were trying their best to find a solution to this problem. They have been discussing with the village club if the club car park could be used. Co-ordination with the village hall is also needed about what events are taking place and when.

The consultation flyers had not been circulated owing to a problem with delivering to the whole village. It was accepted that it would not be possible to cover the whole village after all but HL News is delivered to about 80% of properties so the flyers would be sent out with HL News in October. Flyers would also be made available at village shops, the library and the church. The flyers will need to be amended to show the new consultation period.

b) Car park signage

It was agreed to postpone installation of new signage until after the works relating to the future energy project, which includes alterations to the car park entrance, had been completed. Cllr Thompson reported that a local welder had done a good job in repairing the yellow post; he would enquire if the bracket for the football post could be welded too. Invoice should include both jobs.

c) Quarterly inspection rota

Cllr Thompson informed the council that this was overdue, and he would be grateful for some help to undertake this as soon as convenient. Cllrs Potter and Knowles

agreed to meet on Saturday 12 August at 9.30am; Cllr Dominick would be informed of this date.

d) Skate park – refurbishment/replacement

This item had been raised by Cllr Dominick who was not present so it was agreed to defer it until the next PC meeting.

2 Allotments Wellbeing Project - update

Stratford Landscapes have been appointed as the contractor and are due to clear the site at the beginning of August; the building work for the raised planters should be completed by September. Cllr Balch will make contact with the tenants on the neighbouring plot who have given their permission for access via their plot to explain exactly what will happen.

3 Bus Shelter

The WCC Highways officer has advised the clerk that the minimum clearance distance between the edge of the canopy and the kerb is 1200mm and therefore there is not enough space to install the shelter on the footpath at Binswood End. He has also pointed out that there are underground services on the edge of the grass at the rear of the footpath to take into account. It had been suggested that a double-sided structure could be installed on the green which would serve a dual purpose as a recreational feature and bus shelter and would therefore comply with the law relating to structures on village greens. The council felt that such a large structure on a relatively small green would not be desirable. It was agreed that all possibilities had been explored and a shelter in this location is just not feasible. The clerk was asked to write to the instigator of the petition to explain the council's position.

4 Cemetery

No update.

23/124 Climate Change

1 Feedback from Eco-Fair

This was deferred due to Cllr Dominick's absence.

2 Consideration of proposal to contact all village organisations to measure activity re climate change mitigation

The council felt that this should be undertaken by the working party; Cllr Dominick would be asked to draft a letter for the September PC meeting.

23/125 Finance & General Purposes

1 Budget report

Noted.

2 Bank Reconciliation report for 30 June 2023

These had been prepared by the clerk and checked by Cllr Allen. Everything is in order.

3 Transfer of funds from Eastfields Solar Farm to new reserve

It was **RESOLVED** to approve the transfer of funds received in respect of the Eastfields Solar Farm to a new earmarked reserve for community benefit. It was also **RESOLVED** that phase 2 of the allotments project should be funded from this new reserve.

4 Discussion of transfer of tennis courts reserve to new savings account

The clerk explained that this reserve is currently held in a NS&I account which only pays a minimal rate of interest. However, there are very few savings accounts which are open to parish councils. The Cambridge Building Society offers one specifically for councils and has a higher interest rate than NS&I. It is a postal account only, the same as NS&I. It was **RESOLVED** to pursue the opening of an account with the Cambridge Building Society.

5 Approval of football pitch hire contract for 2023/24 season

It was **RESOLVED** to approve the final draft. This can now be signed by the clerk, on behalf of the council, and the football club.

6 Review of emergency plan

Cllr Balch has volunteered to update the plan with new contacts etc. Cllr Thompson also volunteered to help if needed as he has done this before. This matter will be on the agenda again for the next PC meeting in September.

23/126 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as per Appendix B. Cllrs Thompson and Potter to authorise payment. They will confirm that they have checked the invoices (circulated prior to the meeting) by email.

23/127 Reports & Questions

- Cllr Balch asked for the seasonal lights to be put on the September agenda.
- It was reported that the streetlight in Church Street seems to be on during the day. The clerk will pass this on to WCC.

23/128 Exclusion of Public & Press

There were no confidential matters this month.

23/129 Date of Next Meeting

The next ordinary meeting of the parish council will be held at Harbury Village Hall on Thursday 28 September 2023 at 7.30pm.

The meeting closed at 8.39pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses

20 July 2023

1 [Planning ref 23/00942/FUL - Churchlands Business Park, Ufton Road](#)

Erection of agricultural building.

No representation.

2 [Planning ref 23/01501/LDE - The Dairy Cottage, Butt Lane](#)

Dairy Cottage has been occupied in breach of the housekeeper occupancy condition for continuous period in excess of 10 years.

No representation.

APPENDIX B

Accounts for Payment

Accounts for approval 20 July 2023				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
YU Energy (street lights) inv 01186813	d/debit	27.33	1.37	28.70
YU Energy (street lights) inv 01186815	d/debit	399.17	79.83	479.00
YU Energy (street lights) inv 01186816	d/debit	13.13	0.66	13.79
YU Energy (street lights) inv 01186818	d/debit	43.54	2.18	45.72
Harbury Heritage Centre (grant)	230612	419.00	-	419.00
Clintplan Ltd (flyer printing)	230613	127.00	25.40	152.40
N Ashford Design & Build (Manor Orchard wall)	230614	1,399.00	2,798.00	4,197.00
Metrosigns 2000 (history interpretation board)	230700	1,050.00	210.00	1,260.00
N Ashford Design & Build (wall repairs)	230701	800.00	160.00	960.00
Stratford Landscapes Ltd (allots project deposit)	230700X	3,000.00	-	3,000.00
	Sub-total	7,278.17	3,277.44	10,555.61
Accounts for payment on 20 July 2023				
Payee	Payment ref	Net	Vat	Gross
Staff costs	230702	2,806.03		2,806.03
Harbury Village Hall (market hire)	230707	312.00	-	312.00
Harbury Village Hall (room hire)	230708	63.75	-	63.75
Bull Ring Garage (office electric)	230709	85.24	17.05	102.29
H Drabble (memorial garden m'nance)	230710	44.00	-	44.00
Viking (office supplies)	230711	60.05	0.99	61.04
Frank Mann Farmers (field mowing June)	230712	193.50	38.70	232.20
T Bastin (bin & shelter cleaning)	230713	40.00		40.00
A Biddle (expenses)	230714	39.00		39.00
Viking (office supplies)	230715	31.49	6.30	37.79
C Beaton (maintenance)	230716	60.00	-	60.00
BT (phone & b/band)	d/debit	58.88	11.78	70.66
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,011.00	202.20	1,213.20
		-	-	-
	Sub-totals	5,265.27	277.02	5,542.29
	TOTALS	12,543.44	3,554.46	16,097.90
		-	-	-